



**Foreign Service Limited Position Opportunity: Program Officer - FSL-03,  
Bureau for Africa, Office of East African Affairs (AFR/EA)**

**Agency:** U.S. Agency for International Development (USAID)

**Position Title:** Program Officer, FSL-03

**Position Location:** Bureau for Africa, Office of East African Affairs,  
Washington, DC

**Salary Range:** \$97,493 - \$143,172

**Opening Date:** February 28, 2022

**Closing Date:** March 11, 2022

**Number of Vacancies:** 1

**Bureau Description:** The Bureau for Africa (AFR) is the USAID/Washington Operating Unit charged with managing USAID development programs in Africa. Sub-Saharan Africa remains the world's poorest region and is the recipient of a significant share of U.S. foreign assistance worldwide. AFR supports U.S. goals of stabilizing fragile states and promoting transformational development through the full range of foreign assistance programming, including promoting peace and security, democracy, good governance, agricultural development, free markets and economic integration, a sustainable environment, improved human health, education and the delivery of humanitarian assistance so that Africans and Africa can achieve their full potential. AFR's goal is to partner with Africans to reduce poverty and improve the quality of life throughout the sub-Saharan African region.

AFR has four geographic offices: Office of East African Affairs (AFR/EA), Office of West African Affairs, Office of Southern African Affairs, and Office of Sudan and South Sudan Programs. The geographic offices have leadership responsibility for USAID activities in the countries in their respective regions. These offices lead on engagement on policy with the interagency (including National Security Council staff) and Congress. This position is located in AFR/EA, which is a fast-paced office responsible for 12 countries across East and Central Africa.

**Description of Position:** The Program Officer will work on the Great Lakes and Central Africa team in AFR/EA and will specifically backstop and support USAID/Democratic Republic of the Congo (DRC) and the Central Africa Regional Platform which includes management and oversight responsibilities for the Central African Republic (CAR), and the Republic of Congo (ROC), including the multi-country Central Africa Regional Program for the Environment (CARPE) which includes Gabon. The primary role of the Program Officer based in Washington, DC, is to work directly with and support USAID/DRC's Program Office which is based in Kinshasa, with the Mission's Program Office Chief, providing guidance and prioritizing support for the Mission. In Washington, the Program Officer will work in concert with the International Cooperation Specialists (ICS) who support these country and regional portfolios. The Program Officer will represent the interests of USAID/DRC and the Central Africa Regional Platform within USAID, with other USG agencies, and external stakeholders including Congress,



advocacy groups, and diaspora communities. The Program Officer is a key Bureau communication link and liaison with the USAID/DRC Program Office in areas such as development policy, strategic planning, budget preparation, and program reviews. They draft country briefing materials and provide presentations on programs. Travel to the DRC and countries supported by the regional platform is anticipated, if conditions permit, to fill staffing gaps and support programs directly. These can last for up to two months at a time and up to four months over the course of a year.

The Program Officer will report to the AFR/EA Great Lakes and Central Africa Team Leader and work closely with the Office Director and ICS (also known as Country Development Officers or Desk Officers). On a case-by-case basis, the Program Officer will support work of other East Africa ICS and AFR/EA missions.

**Qualifications:** Must be a US citizen. The incumbent must have one year of specialized experience at a level of difficulty and responsibility equivalent to the FSL-04/GS-12 level in the Federal service. One year of experience refers to full-time work; part-time work is considered on a prorated basis. Must be a U.S. citizen.

Successful candidates should demonstrate the following:

Ability to coordinate policy, program, and budget issues in a large organization.

Ability to exhibit tact, diplomacy, and resourcefulness in dealing with high-level officials from host government, international organizations, and development partners.

Demonstrated ability to communicate effectively and cross-culturally with individuals or groups in a variety of situations to present ideas and solve problems.

Strong written communication skills.

Technical experience in international development.

Demonstrated ability to effectively work with USAID Missions.

Fluent in English, proficiency in French or Swahili is a plus.

**Application Instructions:** Interested applicants should submit a detailed resume/CV, a cover letter, and security clearance level, if any, to Christine Leonardo at [cleonardo@usaid.gov](mailto:cleonardo@usaid.gov). Please use the position title and grade level (Program Officer, FSL-03 AFR/EA - DRC and Central Africa Regional) in the subject line. Applications must be submitted by **March 11, 2022, at 11:59 p.m. EST**.